

Mrs Z Romney
(Westlands)
Principal, Swale Sixth Form
01795 477475
zrr@westlands.kent.sch.uk



Mrs Jackie Noble
(Sittingbourne Community College)
Principal, Swale Sixth Form
01795 472449
Jackie.Noble@sittingbourne.kent.sch.uk

17 November 2016

Dear Parent/Guardian

On Friday 25 November 2016 Sittingbourne Community College have a staff training day and will be closed to all students and therefore no Sixth Form lessons will take place on this site on that day. Please note, the Skills Centre will also be closed on Friday 25 November for all students.

However, due to the change in date of Westlands School's training day, lessons will continue as normal on that site. Any student whether based at SCC or Westlands who has lessons at Westlands on a Friday, MUST attend those lessons as normal.

Mini-buses will not be operating between the sites on this day. SCC students who have lessons at Westlands will need to make their own arrangements for travel to that site. Westlands students who normally travel over to SCC for lessons, will not be required to attend for those periods on that day.

Please telephone either of the Sixth Form offices if you require confirmation of any of the arrangements for this day.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Z Romney'.

Mrs Z Romney
Principal, Swale Sixth Form
Deputy Headteacher.

A handwritten signature in black ink, appearing to read 'J Noble'.

Mrs J Noble
Principal, Swale Sixth Form
Assistant Headteacher